



2011 CITY OF WICHITA CULTURAL FUNDING APPLICATION FOR OPERATIONAL GRANTS

MISSION OF THE CULTURAL FUNDING PROGRAM

THE City of Wichita will strive to encourage and provide financial support to arts and cultural organizations that demonstrate and document excellence in quality artistic programs, professional artistic and administrative staffing, financial stability and their contribution to the community at large.

HISTORY OF THE CULTURAL FUNDING PROGRAM

In 2004, the Arts Council created an Arts Task Force to research funding support for the arts in Wichita. In response to that study, in May of 2006, the City Council voted to provide funding for arts and culture at a level approximating 1 mill of the City's general, ad valorem tax levy and directed the Arts Council to develop an application form and process to award the funds.

Subsequently, the Arts Council recommended an 11-member Cultural Funding Committee (seven members to be appointed by the City Council and four to be appointed by the Arts Council). This committee would work with the Division of Arts & Cultural Services staff to develop criteria and guidelines, an application form and an annual grants review and reporting process. The funds are to be used for operations only.

During the first five years of the program, a total of almost \$15 million dollars was awarded to approximately 40 arts organizations. In 2008, the City Council approved the continuation of the commitment for five more years.

GOALS OF THE CULTURAL FUNDING PROGRAM

The overall goal of the Wichita City Council, the Arts Council and the Cultural Funding Committee is to provide funding for the operations of existing and emerging arts and cultural organizations, which are working toward excellence in the operation of their organization. Others are:

- **TO PROTECT THE CITY'S INVESTMENT IN THE ARTS.**
- **TO ENCOURAGE THE DEVELOPMENT OF OTHER EXISTING AND EMERGING ORGANIZATIONS.**
- **TO PROMOTE AND ENCOURAGE GROWTH OF THE ARTS AS A VEHICLE FOR CULTURAL TOURISM AND QUALITY OF LIFE.**

ELIGIBILITY REQUIREMENTS

- The 2010 Cultural Funding application process is open to all arts and cultural organizations which are a **501 (C) (3) non-profit located in the City of Wichita** or a **Group 1** organization as identified in the Cultural Plan.
- **Group 1** organizations must have more than one of the following attributes: city-owned facilities or land, city-owned collections (artifacts, exhibits, displays, etc.), city employees and/or significant public support of the organization's operating budget. **Group 1 organizations as identified by the Cultural Arts Plan include:**
 - Botanica
 - Old Cowtown Museum
 - Mid-America All-Indian Center
 - Wichita Art Museum
 - Wichita Sedgwick County Historical Museum
- **Both 501 (C) (3) non-profit organizations and Group 1 organizations** must also fit within the following definition as an art and cultural organization.

"It must be an organization that provides enlightenment and entertainment to the public through the production, exhibition, advancement, or preservation of art, literature, music, theater, dance, zoology, science, botany, natural history or cultural history."

- Applicants must be ADA compliant and an equal opportunity employer. (Call Division of Arts & Cultural Services staff at (316) 303-8663 for ADA compliance information and resources.)
- Applicants must comply with all applicable requirements of the City of Wichita Revised Non-Discrimination and Equal Employment /Affirmative Action Program Requirements Statement for Contracts or Agreements. (Call Division of Arts & Cultural Services staff at (316) 303-8663 for non-discrimination compliance information and resources.)

TOOLS AND TIPS

- An eligible organization may submit only one application each year.
- Read the entire application and follow instructions.
- Be sure to indicate how the proposed funds will be used in the narrative and fill in the CFC column on the financial forms.
- Cultural Services staff in the Division of Arts and Cultural Services will be happy to assist any organization with questions or concerns. Call **(316) 303-8663**.

IMPORTANT DATES:

December 11, 2009 - Application is posted on website and available to organizations. Visit www.wichitaarts.com (click on "Grants and Services") or pick it up from the Division of Arts and Cultural Services, Century II Administrative Offices, 225 W. Douglas, Wichita, KS. 67202

January 27 & February 3, 2010 - Application workshops held by Nancy Kaiser-Caplan.

January 31, 2010 - FY2009 Final Year-end Reports are due to the Division of Arts & Cultural Services.

February 12, 2010 – Last date to have staff review draft applications. For information call Division of Arts & Cultural Services staff to schedule date and time.

March 12, 2010, 5 p.m. – Deadline for FY2011 Cultural Funding Application submission.

Tuesday, April 6 and Thursday, April 8, 2010 - Presentations by organizations to Cultural Funding Committee

Tuesday, April 13 and Thursday, April 15, 2010 – Deliberations conducted by Cultural Funding Committee.

Tuesday, April 20, 2010 – Final Cultural Funding Committee meeting to approve recommendations and deliberation notes.

Tuesday, May 4, 2010 – Recommendations go to City Council & City Manager.

CULTURAL FUNDING GRANT APPLICANT WORKSHOPS

To assist in learning effective grant writing, the Arts Council will present a two-day inter-active workshop which will result in the completion of an actual grant application. These interactive workshops will be conducted by Nancy Kaiser-Caplan of NKC Associates from Kansas City, Missouri. Space is limited to 30 persons with the fee to be determined at a later date. Dates for the workshops are:

January 27, 2010, 8 a.m. to 4 p.m. – “*Grantsmanship: Telling your story in a powerful way.*” The morning will be set aside for individual conferences with workshop participants to review progress on pre-workshop documents. During the afternoon elements of effective proposals will be reviewed, including needs assessment, program goals and objectives, methods for achieving goals and evaluation.

February 3, 2010, 8 a.m. to 4 p.m. – “*Money matters.*” Participants will break into two separate panel groups to review and provide feedback on proposals. The “panelists” will use

the CFC performance criteria during the discussion. The afternoon session will be spent preparing budgets that “tell the story” of the organization.

May 5, 2010, 11 a.m. to 1 p.m. - “Dialogue between organizations and funders.”

A session for those workshop participants interested in continuing the conversation. Topics will include, among others:

- *Managing the grant:* What do you do after you get the money??
- *Philanthropy trends:* What’s ahead?
- *Does it take a village?* Determining if a team approach to fund development is right for your organization.
- *Show me the money!* Where to find grant opportunities large and small, local and national.

All workshops will be held at the CityArts Building, 334 N. Mead, Wichita, KS 67202. For more information **call the Division of Arts & Cultural Services at (316) 303-8663.**

SUBMITTING THE APPLICATION

The application deadline is **5:00 p.m., March 12, 2010.** All applications must be received by this date and time. **THERE WILL BE NO EXCEPTIONS.** Mail or hand-deliver applications to: **The Division of Arts and Cultural Services, Century II Administrative Offices, 225 W. Douglas, Wichita, KS 67202**

- Each organization must submit 12 copies of the entire application including all IRS 990 forms (complete; as submitted to the IRS) and other financial materials.
- Provide one (1) complete audit (if applicable).
- Do not **STAPLE or BIND** applications. **PLEASE USE BINDER CLIPS ONLY!!**
- Please use no smaller than a **12-point font.**
- The Cultural Funding Committee will also review all submitted applications for completeness. Applicants are solely responsible for the completeness of their applications. **Incomplete applications will NOT be reviewed.**
- Some information requested in the application may not be available or may not pertain to your organization. If this is the case, please make note where appropriate
- Mechanical reproductions of the form are acceptable, provided that the applicant does not significantly reduce or enlarge the original application.
- Due to the processes of the City of Wichita, information within the application is subject to change. If information is amended, all applicants will be notified prior to the application deadline.

REVIEW AND DELIBERATION PROCESS

The applications will be reviewed by the 11 members of the Cultural Funding Committee (CFC), a subcommittee of the Arts Council. All applications will be reviewed and scored with an equitable point system and determinations will be based solely upon information provided in the application and presentation.

The recommendations of the Cultural Funding Committee will be presented to the Mayor, City Council and City Manager for review and consideration. If the application for funding is approved, individual contracts with organizations will be negotiated by Cultural Services staff and approved by the City Council for the 2011 budget year.

Cultural Funding committee deliberations are open to the public for observation ONLY. Please contact the Division of Arts & Cultural Services staff at (316) 303-8663 if you have questions.

PRESENTATIONS TO THE FUNDING COMMITTEE

Applicants have the opportunity to make a three minute presentation that highlights the strengths of their application only. The Chair of the Cultural Funding Committee will notify presenters of expired time so presenters are encouraged to **script their presentations** and limit them to **no more than three minutes**. Please have your presenter(s) arrive on time prepared to answer questions. Applicants will be given 12 minutes after their presentation to answer questions from the committee pertaining to their application. Application scores may be adjusted based on presentations. **No media presentations will be allowed.**

Organizations may schedule presentations, including date and time, between March 1st and March 19th, 2010. Presentations will be held in April on days and times to be determined at a later date. **It is the organization's responsibility to schedule its presentation by calling Division of Arts & Cultural Services staff at (316) 303-8663.**

Presentations are open to the public for observation only.

Applicants **MAY NOT** lobby Cultural Funding Committee members prior to, during, or following presentations. **No extra materials** will be allowed at the presentation to hand out to committee members or City staff.

REPORTS AND AUDITS

Organizations will be required to submit semi-annual reports. Final year-end reports, due on dates outlined in Cultural Funding contracts for 2011, should include:

- Narratives which address how City funding was used and how it helped the organization achieve excellence.
- SMART Goals listed in the 2011 Cultural Funding contract and an explanation of the organization's success in achieving the stated goals.
- Current financial reports (Profit & Loss reports to be included with the reports.)
- **City funding may be audited** and organizations may be asked to provide additional financial information related to City funding received.

EXPLANATION OF FISCAL AND PROJECTED BUDGET LINE ITEMS

Organizations **MUST** use the attached Projected Income and Expense Forms and are **REQUIRED** to complete the **CFC column**.

EXPENSES

1. **Personnel**
Payments such as gross salaries, bonuses, and royalties to employees who are administrative (1a), artistic (1b), other personnel (1c).
2. **Consulting and Artistic Fees/Services**
Costs for contractual services of personnel.
3. **Exhibition/Production/Project Expenses**
Include the cost of permanent or temporary spaces for office, performance, exhibition, rehearsal or other uses.
4. **Building/Venue**
Organizations that maintain and operate buildings may record expenses related to building maintenance separately from space rental. Do not include depreciation expense.
5. **Travel/Transportation**
Travel expenditures
6. **Marketing/Promotion**
Costs for services and products purchased to raise public awareness of the organization.
7. **General Operation**
Materials and service costs associated with general operations such as utilities, postage, office equipment rental etc.
8. **Capital Expenditures**
Costs incurred for activities related to building and equipment expenses.
9. **Total Expenses**
Add lines one (1) through eight (8).

INCOME



10. **Earned Income**
Revenue earned from sales of tickets, memberships, concessions, rental fees etc.
11. **Contributed Income**
Revenue earned from individuals (2a), corporations (2b), or other (2c).
12. **Total Income**
Add the subtotals for earned and contributed income; items 10 and 11.

Cultural Funding Information Form

Funding Request
Amount:

\$

1. ORGANIZATION INFORMATION

Organization Name:

Address and Zip:

Phone Number:

Fax Number:

Web Site:

Federal Tax ID #:

2. CONTACT INFORMATION

Name / Title:

Address and Zip:

Phone Number:

Other Phone Number:

Fax Number:

Email:

3. CERTIFICATION

The undersigned have read the guidelines of the Program of the City of Wichita, Division of Arts and Cultural Services and assure compliance with those terms. We certify the information contained in this application and supporting materials to be true and correct to the best of our knowledge. Each grant recipient guarantees nondiscrimination against any employee or applicant for employment because of race, color, religion, sex, national origin, physical ability, age, or veteran status. The grant recipient will take action to ensure that applicants are employed and that employees are treated during employment without regard to race, sex, religion, national origin, physical ability, age, or veteran status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or termination; rates of pay or other forms of compensation; and selection for training. Evidence of such action and/or policies shall be maintained and made available for review upon demand. The undersigned hereto gives this assurance in consideration for obtaining City of Wichita arts funding through the City of Wichita, Division of Arts and Cultural Services. This assurance shall be binding upon the grant applicant for a period of twelve (12) months. All organizations applying for funding must be ADA compliant and an equal opportunity employer.

Signature of Authorizing Official

Name

Title

Date

Signature of Contact Person

Name

Title

Date

Office use only

Date/time received by _____

REQUIRED MATERIALS FOR APPLICATIONS

1. Current Staff list

Submit a CURRENT list of the organization's staff, including positions and titles. Please list principal administrative and artistic staff including unfilled positions.

2. Current Board of Trustees/Directors list

Submit a CURRENT list of the organization's board members, including position titles, member affiliations, contact information, and years of consecutive service.

3. Financial Audit and IRS Form 990 Requirements:

- The most current fiscal audit is requested for all organizations with an annual operating budget of \$500,000 or more. If your organization does not have a current audit please provide a brief explanation.
- A current IRS Form 990 is required of all applicants (must be complete; as submitted to the IRS).

4. Financial Information –All applicants must provide the following:

- A current 2010 fiscal year operations budget approved by your Board of Directors.
- A 2011 projected funding budget which includes your grant request amount.

5. Letter of Support from Chairman of the Board indicating they have read and approved the grant application. See Sample Letter.

6. Narrative of the Proposal that includes Measurable Program GOALS (S.M.A.R.T.)

The Narrative of the Proposal is the main component of the application and should be no longer than five (5) pages. Narratives longer than five (5) pages **will NOT** be accepted. Paragraphs in the narrative should address all of the points listed under the three categories of the **Narrative on page 9 and 10.**

NARRATIVE OF THE PROPOSAL

Please provide the following information in this order. This narrative will be evaluated to determine excellence with a resulting numerical score. The Cultural Funding Committee cannot recommend an applicant for City funding if they do not include these elements. Please use a **12-point font** and keep narrative to **five (5) pages or less**.

QUALITY OF ORGANIZATION

- 1. History of programs and services.** (Describe the organization's demonstrated record of producing and/or presenting arts and/or cultural programs, history of previous grants, and goals.)
- 2. Programming and mission.** (Describe the organization's programs and mission.)
- 3. Attendance** (Provide attendance figures reflecting TOTAL attendance, TOTAL PAID admissions, TOTAL PAID memberships, and TOTAL attendance for school groups or tours for 2009 vs. 2008).
- 4. Youth Programming/Arts education** (Describe the organization's programming and education directed towards youth.)
- 5. Intellectual and aesthetic quality.** (Identify the organization's core values and performance measure standards.)
- 6. Record of successful strategic planning.**
(Outline major strategic goals of the organization.)
- 7. Long-range Plan** (Explain how the organization will execute its long-range plan.)

FINANCIAL STABILITY OF ORGANIZATION

- 1. Financial accountability.** (Provide evidence of financial stability by providing the organization's board approved current fiscal year operating budget.)
- 2. Sustainability** (Must demonstrate organizational growth and community support through participation, membership or audience.)
- 3. Commitment to obtain other sources of revenue.** (Provide information demonstrating a plan to obtain different forms of financial support including grants, fundraisers, donations listing top 5 donors and the amounts donated, and support from foundations.)
- 4. Use of Cultural Funding** (Explain how the organization will use the Cultural Funding grant money if recommended for funding.)

5. Income and Expense forms (Show your projected fiscal year budget for 2011 including funds requested from the Cultural Fund.)

6. Value of Assets (Give a brief description of assets or collections, if applicable.)

COMMUNITY IMPACT

1. Target Audiences (Identify target audiences and demonstrate efforts to include other audiences, i.e. ethnicity, age, gender, and socio-economic status.)

2. Contribution to the Wichita community at large (Explain your organization's contribution and why it is important to the citizens of Wichita).

3. Partnerships between organizations (Describe partnerships or resource-sharing collaborations with other organizations.)

4. Professional accreditation within your discipline, if applicable.

5. Rotation of Exhibits or Performances (Describe how many different exhibits or performances your organization will offer in 2011 and how many the organization offered in 2010.)

SMART GOALS

As part the criteria for determining excellence, the narrative must also contain **three (3) SMART** goals. Goals must be: **Specific, Measurable, Achievable, Relevant, and Timed. (SMART).** Goals listed in this portion of the application will be used in the organization's 2011 contract with the City of Wichita IF the organization receives grant funding. Changes to the goals will NOT be allowed once this application is accepted. **Example of a SMART Goal:**

Goal 1

Increase attendance (specific) by 2% (measurable) over 2010 attendance (achievable) by developing new programs (relevant) by December 2011 (time).

Cultural Funding Projected Operations Budget Expense Form

Fiscal Year 2011

(Round All Monies to the Nearest Dollar)

		CASH				
		CFC Grant	Other	In-Kind	Total 2011	Prior Year Actuals*
1. Staff (Include Fringe Benefits):						
Administrative						
Artistic						
Technical/Production						
Sub-total						
2. Consultant and Artistic Fees/Services						
Artistic						
Administrative						
Production						
Sub-total						
3. Exhibition/Production/Project Expenses						
Supplies						
Props/Scenery						
Costumes						
Lighting/Sound						
Musical Instruments						
Other						
Sub-total						
4. Building/Venue:						
Building or Office Space						
Performance and/or Exhibition Space						
Sub-total						
5. Travel:						
Airfare						
Rental Car/Taxi						

2011 Funding Application

CITY OF WICHITA, DIVISION OF ARTS AND CULTURAL SERVICES
 CENTURY II ADMINISTRATIVE OFFICES, 225 W. DOUGLAS, WICHITA, KS 67202

Deadline March 12, 2010

Mileage						
Accommodation and per diem						
Other						
Sub-total						

6. Marketing:

Printing						
Advertising						
Website						
Other						
Sub-total						

7. General Operating Expenses:

Utilities						
Printing						
Postage						
Office Equipment Rental						
Other						
Sub-total						

8. Capital Expenditures:

Sub-total						
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9. Total Expenses (add lines 1-8)

Total						
	CFC Grant	Total Other	Total In-Kind	Total 2011	Prior Year Actuals*	

CFC Grant column **MUST** be filled out.

*Use prior year 990 Form OR prior year-end financial statements which MUST be attached.

Cultural Funding Projected Operation Budget Income Form

Fiscal Year 2011

(Round All Monies to the Nearest Dollar)

	CFC	Other Cash	In-Kind	Total 2011	Prior Year's Actuals*
10. Earned Income:					
Paid Admissions/ Ticket Sales					
Paid Memberships					
Concessions					
Rental Fees					
Other					
Sub-Total					
11. Contributed Income:					
Board of Directors					
Individuals					
Foundations					
Corporations					
Federal					
State					
City					
Other					
Sub-Total					
12. Total Income (add the subtotals for earned and contributed; items 10 and 11)					
	Total CFC	Total Other Cash	Total In-Kind	Total 2011 Budget	Total Prior Year's Actuals

CFC Column MUST be filled out

The totals on line 9 (total expense) and line 12 (total income) must equal.

Please provide sufficient detail to enable CFC staff to determine
 how the amounts listed for each category were derived;
 attach a detail sheet if necessary.

Please provide complete budget numbers for the organizations entire operations,
 not just what is being requested from the CFC.

For any agency to be considered for funding, twelve (12) copies of the completed application must be submitted by the deadline (March 12, 2010).

Applications must be affixed with binding clips only.

Do NOT bind, staple, or laminate applications please.

No supplemental materials will be accepted after the deadline.

Incomplete applications will NOT be accepted for review by the funding committee.

Application Checklist

Please use this to make sure you have completed all information for the application.

Organization

- ☐ **Cultural Funding Information Form** (with authorized signatures; **see page 8**)
- ☐ **Federal Tax Identification Number** (located on the Cultural Funding Information Form; **see page 8**)
- ☐ **Current staff list** (**see page 9**)
- ☐ **Current Board of Trustees / Directors List** (**see page 9**)
- ☐ **Funding request amount** (Located on the Cultural Funding Information Form; **see page 8**)
- ☐ **Letter of Support** (from Chairman or President of the Board stating they have read and approve the grant application; **see page 9**)

Narrative of the Proposal

- ☐ **Quality of Organization**
- ☐ **Financial Stability of Organization**
- ☐ **Community Impact**
- ☐ **SMART Goals**

Financial

- ☐ **Audited financial statement** (for organizations with annual operating budgets of over \$500,000 only)
- ☐ **IRS Form 990** (complete; as submitted to the IRS)
- ☐ **Projected Income and Expense Finance forms** (Use the financial forms provided on pages 12 through 14. Be sure to include your grant request amount in the CFC columns.)
- ☐ **Fiscal year annual operating budget**
- ☐ **One (1) complete copy of audit** (if applicable)

Organizations **MUST use the income and expense budget forms provided. Departments or divisions applying under a large umbrella organization need to provide budget information for its department only (ex: A theater department that is applying for its department only but operates within a large university). For more specific information, please contact Division of Arts & Cultural Services staff at (316) 303-8663.*